



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • 928.753.5561
WWW.CITYOFKINGMAN.GOV

CITY OF KINGMAN **NOTICE OF REQUEST FOR PROPOSAL** **PERMITTING, PLANNING, AND LICENSING SOFTWARE** **(ENGINEERING, DEVELOPMENT SERVICES, AND LICENSING)** **FIN24-005**

Project Description: The City of Kingman, Arizona ("City") is soliciting proposals from qualified suppliers to provide a comprehensive, fully integrated, permitting, project management, land management and business/dog licensing software. Online and mobile functionality is a requirement in order to provide citizens and contractors with a portal for processing new and renewal applications, collecting payments, and viewing submission details, as well as providing functionality for City field staff to directly access and edit permits, licenses, and inspections.

The request for proposal may be obtained by visiting the City of Kingman's website: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list> or by contacting Wendy Sherer at (928) 753 – 8582 during normal business hours, Monday through Thursday 7:00 am – 6:00 pm (Arizona time).

Proposers wishing to submit questions regarding this RFP must do so by 3:00 pm, Arizona time, on Thursday, May 23, 2024. Questions should be submitted by email to: wsherer@cityofkingman.gov.

Sealed Proposals will be received at the City of Kingman, City Clerk, 310 North Fourth Street, Kingman, Arizona 86401, until 3:00 P.M. (Arizona time) on June 3, 2024. The envelope must contain one (1) original and five (5) copies of the proposal as well as one (1) USB drive that contains the documentation included in the original proposal in a PDF format. Any proposal received after 3:00 P.M. on the above stated date will be returned unopened.

The outside of the proposal envelope shall indicate the name and address of the proposer, shall be addressed to City Clerk, City of Kingman, at the above address and shall be marked:

“FIN24-005 – PERMITTING, PLANNING, AND LICENSING SOFTWARE”

Delays due to mail and/or delivery services will not be considered excusable to the time requirements contained within this RFP.

During the evaluation process, the City of Kingman reserves the right, where it may serve in the City's best interest, to request additional information or clarification from proposers. At the discretion of the City of Kingman, suppliers submitting proposals will be requested to participate in interviews and conduct visual product demonstrations as part of the evaluation process.



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It is anticipated the contract recommended by the Evaluation Committee will be considered for approval by the City Council on August 20, 2024 at the regularly scheduled meeting of the Council.

There is not an expressed or implied obligation for the City of Kingman to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

The City of Kingman reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the supplier of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of Kingman and the supplier selected.

The City reserves the right to reject any and all bids.

Posted: April 25, 2024

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